

West Deer Township  
Board of Supervisors  
16 May 2018  
7:00 p.m.

The West Deer Township Board of Supervisors held their Regular Meeting at the West Deer Township Municipal Building. Members present: Shirley Hollibaugh, Chairwoman; Richard W. DiSanti, Jr., Beverly Jordan, and Joyce A. Romig. Members absent: Arlind Karpuzi, Shawn Maudhuit, and Gerry Vaerewyck. Also present were: Daniel J. Mator, Jr., Township Manager; Barbara Nardis, Finance Officer; Douglas Happel, representing Griffith, McCague, & Wallace; and Scott Shoup, representing Shoup Engineering.

#### PLEDGE OF ALLEGIANCE

Chairwoman Hollibaugh opened and welcomed everyone to the meeting.

Roll Call taken by Mr. Mator – Quorum present.

#### **REGISTERED COMMENTS FROM THE PUBLIC**

- None

#### **COMMENTS FROM THE PUBLIC**

- None

#### **ACCEPT MINUTES**

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Jordan to accept the minutes of the 18 April 2018 meeting as presented. Motion carried unanimously 4-0.

#### **MONTHLY FINANCIAL REPORT**

Mrs. Nardis read the following Finance Officer's Report:

**TOWNSHIP OF WEST DEER**  
**FINANCE OFFICER'S REPORT**  
**30 April 2018**

**I - GENERAL FUND:**

	<u>April</u>	<u>YTD</u>	<u>% of Budget</u>
<b>Revenues</b>	626,666.34	1,642,066.98	28.21%
<b>Expenditures</b>	247,326.70	1,153,800.67	19.82%

**Cash and Cash Equivalents:**

Sweep Account	635,376.56	<b>635,376.56</b>
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**II - SPECIAL REVENUE FUNDS****Cash and Cash Equivalents:****Street Light Fund:**

Sweep Account - Restricted	11,482.02
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**Fire Tax Fund:**

Sweep Account - Restricted	40,797.87
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**State/Liquid Fuels Fund:**

Sweep Account - Restricted	426,101.63
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**478,381.52****Investments:****Operating Reserve Fund:**

Sweep Account - Reserved	806,033.06
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**Capital Reserve Fund:**

Sweep Account - Reserved	349,740.90
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**1,155,773.96****III - CAPITAL PROJECT FUNDS:****Cash and Cash Equivalents:**

0.00

**0.00****TOTAL CASH BALANCE 04/30/18****2,269,532.04****Interest Earned April 2018****601.04**

	<b>04/1/2018 Debt Balance</b>	<b>April Principal Payment</b>	<b>04/30/2018 Debt Balance</b>
<b>Mars National - VFC #3</b>	\$240,707.45	\$2,607.94	\$238,553.18

MOTION BY Supervisor Jordan and SECONDED BY Supervisor DiSanti to approve the Finance Officer's Report as submitted. Motion carried unanimously 4-0.

**LIST OF BILLS**

Best Wholesale Tire Co., Inc.....	1540.67
Griffith, McCague & Happel, PC .....	1453.50
Hei-Way, LLC .....	3060.46
Jordan Tax Service, Inc. ....	2160.52
Kress Tire .....	294.38
MRM Workers' Comp Fund .....	20752.65
Office Depot .....	217.19
Shoup Engineering Inc. ....	3024.25
Staley Communications.....	194.97
Toshiba Financial Services.....	482.52
Tristani Brothers, Inc. ....	2360.49

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Jordan to pay the List of Bills as submitted, and all approved reimbursable items in compliance with generally accepted accounting practices.

Mrs. Romig questioned why reimbursable items are not on the List of Bills.

Some discussion was held.

Motion carried unanimously 4-0.

**TAX REFUNDS**

The Board is in receipt of the list from the Tax Collector requesting the issuance of a real estate tax refund due to assessment changes by Allegheny County for the Year 2017.

**2017 REAL ESTATE TAX REFUNDS**

<u>NAME</u>	<u>LOT/BLOCK</u>	<u>AMOUNT</u>
Coco Michael S. & Judith E Coco	1358-J-90	\$263.72

MOTION BY Supervisor Jordan and SECONDED BY Supervisor DiSanti to issue the tax refund as submitted by the Tax Collector. Motion carried unanimously 4-0.

**POLICE CHIEF'S REPORT**

Chief Jon Lape was present and provided a summary report on the Police Department for the month of April 2018. A copy of the report is on file at the Township. Questions and comments followed.

**BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER'S REPORT**

Mr. Bill Payne was not present but provided a summary report on Code Enforcement for the month of April 2018. Mr. Mator read Mr. Payne's report. A copy of the report is on file at the Township.

**PARKS AND RECREATION BOARD REPORT**

Mrs. Amy Stark, Chairwoman, was present and provided and read a summary report on the Parks and Recreation Board. A copy of the report is on file at the Township.

## **ENGINEER'S REPORT**

The Board received the Engineer's Report submitted by Shoup Engineering, Inc. Mr. Scott Shoup represented Shoup Engineering, Inc., and summarized the meeting attendance and details of his formal report:

### Projects

- 2018 Road Improvement Project
  - Contracts have been executed for the hot mix asphalt, cold mix asphalt and seal coating work with Youngblood Paving and Russell Standard Corporation.
- Cedar Ridge Storm Sewer Rehabilitation
  - A Contract has been prepared for this project and work is expected to begin soon.
- Guiderail work
  - Quotes have been received for guiderail work this year and have been presented for the Board of Supervisors' consideration.

### Development/Subdivision Reviews

- Forbes Plan
  - Two reviews of this two-lot subdivision on Deer Creek Road were performed on 12 April 2018 and 23 April 2018, and review letters were issued to the Township. A new review letter will be provided to the Board of Supervisors at their 16 May 2018 meeting.

## **RESOLUTION NO. 2018-4 (ACT 537 SEWAGE FACILITIES PLAN UPDATE)**

RESOLUTION NO. 2018-4  
A RESOLUTION OF WEST DEER TOWNSHIP  
ALLEGHENY COUNTY, PENNSYLVANIA  
FOR ACT 537 SEWAGE FACILITIES PLAN UPDATE

Mr. Shoup indicated there has been no activity since the Board's last meeting.

After a few questions, MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Jordan to table Resolution No. 2018-4 – the Act 537 Sewage Facilities Plan Update – adopting and submitting to Pennsylvania Department of Environmental Protection for its approval the Act 537 Sewage Facilities Plan Update. Motion carried unanimously 4-0.

## **RESOLUTION NO. 2018-6 : DUI GRANT**

The Board received a copy of Resolution No. 2018-6 authorizing the Township Manager, Daniel Mator, to sign the DUI Grant on behalf of West Deer Township. The grant is for two years (2018 – 2019 and 2019 – 2020).

The West Deer Township Police Department is the Coordinating Department for the North Hills DUI Task Force.

MOTION BY Supervisor Jordan and SECONDED BY Supervisor DiSanti to adopt Resolution No. 2018-6 authorizing the Township Manager to sign the DUI Grant on behalf of West Deer Township. Motion carried unanimously 4-0.

## **FORBES SUBDIVISION PLAN**

The Planning Commission approved the Forbes Subdivision Plan at their 26 April 2018 meeting.

This is a two lot subdivision located at 997 Deer Creek Road in the R-Rural Estate Zoning District – to separate the residence from the business (barn):

- Lot 1 (Residence) to be 3.00 acres
- Lot 2 (Barn) to be 6.68 acres

The Planning Commission recommended approval of the Forbes Subdivision Plan contingent upon:

1. Establish easement for sewage disposal backup site location on Lot 1 that is dedicated for use by Lot 2. Said easement shall also provide access to backup site from Lot 2.
2. Mr. Payne to meet on site and review buffering between Lots 1 and 2. Provide sketch of any additional buffering and existing plantings.
3. Address any items on Shoup Engineering’s letter dated 23 April 2018.
4. Add primary and backup sewage sites to plan.

The Zoning Hearing Board meeting was held on May 10<sup>th</sup> regarding the variances associated with the subdivision. At this time, Mr. Happel indicated the applicants/owners requested a postponement to table the plan until the next meeting of June 20<sup>th</sup>. Mr. Shoup indicated he will provide a review letter to the Board in their packet next month.

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Jordan to table the Forbes Subdivision Plan as per the recommendation by the Planning Commission contingent on the above listed items and review letter submitted by Mr. Shoup at the meeting and reschedule at the 20 June 2018 meeting. Motion carried unanimously 4-0.

**AUTHORIZATION: GUIDERAIL PROJECT**

The following quotes were received for the Guiderail Project to furnish and install guiderails on Benjamin Street, Ember Lane, Bessemer Street, and Shepard Road.

<u>BIDDERS:</u>	<u>TOTAL:</u>
1) Fence By Maintenance Service	\$15,470.02
2) Allegheny Fence Construction Co.	\$17,215.00
3) PennLine	\$23,918.77

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Jordan to award the Guiderail Project to Fence By Maintenance in the amount of \$15,470.02 for Benjamin Street, Ember Lane, Bessemer Street, and Shepard Road. Motion carried unanimously 4-0.

**DISCUSSION: CHARTER COMMISSION UPDATE ON GENERAL ELECTION REFERENDA**

The Home Rule Charter Commission are requesting five questions to be placed on the 6 November 2018 General Election Ballot as referendum questions. Mr. Brandon Forbes and Mr. Jim Cesnick, members of the Commission were present and commented on the proposed amendments:

- Section C-1015 permitting compensation for Supervisors.
- Section C-1017 restricting individual Supervisor authority over day-to-day operations.
- Section C-1019 replacing language regarding Supervisor vacancies that was found to be unconstitutional.
- Sections C-1012, C-1016, C-1018, & C-1021, modernizing grammar.
- Section C-1054 defining actions which require an ordinance.

Mr. Mator also explained the timeline. The Ordinances will be on next month’s (June 20<sup>th</sup>) meeting agenda for the Board to authorize the advertisement of the Ordinance/questions on the November ballot. Then at the July 18<sup>th</sup> meeting, the Board can vote on the Ordinances to be on the November ballot. The deadline to submit the ballot questions to Allegheny County is August 7<sup>th</sup>.

**DISCUSSION: SOCIAL MEDIA**

Some discussion was held on social media and this item will be discussed further at the next meeting when all of the Board members are present.

**COMMITTEE REPORTS**

The Committee Chairperson reported on their Committee updates:

- 1) Mr. Vaerewyck – ABSENT – EMS Committee
- 2) Mrs. Romig – Engineering & Public Works Committee
- 3) Dr. DiSanti – Financial, Legal & Human Resources Committee
- 4) Mrs. Jordan – Parks & Recreation Committee
- 5) Mr. Karpuzi – ABSENT – Zoning, Planning & Code Committee
- 6) Mr. Karpuzi – ABSENT – North Hills COG Report

**OLD BUSINESS**

- Dr. DiSanti asked Mr. Mator if he heard anything from Duquesne Light on the light at the end of McKrell Road and Saxonburg Boulevard. Mr. Mator indicated he has not heard back from the Township’s representative, but will try again.
- Mr. Mator pointed out the measurements sent to the company for the new playground equipment at Bairdford Park was measured incorrectly at 70 feet, and that it is actually 84 feet wide. It will therefore require more mulch, more geo textile fiber, and the addition of more play curbs. Mr. Mator pointed out there will be an additional cost of \$4,072.00, which is available within the Budget.

The Board agreed this work was important in regard to the completion of the project. Mr. Mator would therefore approve the work, then the item will be ratified on the agenda at the next meeting.

**NEW BUSINESS**

- None

**SET AGENDA: REGULAR BUSINESS MEETING**

20 June 2018

6:30 p.m. – Executive Session

7:00 p.m. – Regular Business Meeting

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Executive Session Held
5. Registered Comments from the Public
6. Comments from the Public
7. Accept Minutes
8. Monthly Financial Report
  - A. Finance Officer’s Report
  - B. List of Bills

C. Tax Refunds

9. Police Chief's Report
10. Building Inspector/Code Enforcement Officer's Report
11. Report from the Parks & Recreation Board
12. Engineer's Report
13. Advertisement: Road List Restatement Ordinance
14. Advertisement: Charter Ordinances
15. Authorization: 2019 Road Program List
16. Committee Reports
17. Old Business
18. New Business
19. Set Agenda/July 18, 2018
20. Comments from the Public
21. Adjournment

Items Added:

- \*Act 537
- \*Forbes Subdivision Plan
- \*Social Media
- \*Playground Ratification

**COMMENTS FROM THE PUBLIC**

- Mr. Leonard Guerre, Route 910 – Mr. Guerre commented on:
  - Getting information out to the public.
  - Supervisors' authority.
- Mr. Josh Wiegand, 165 Squirrel Hollow Road
  - Requested clarification in regard to the Home Rule Charter referenda which passed on Election Day.
- Mr. Scott Woloszyk, Shuster Road
  - Mr. Woloszyk thanked the Board for allotting the funds for Clean-Up Day and reported on the good turnout of around 50 people to pick up trash. The Board thanked Mr. Woloszyk for all of his efforts on a successful Clean-Up Day.

**ADJOURNMENT**

MOTION BY Supervisor DiSanti and SECONDED BY Supervisor Jordan to adjourn the meeting at 8:02 p.m. Motion carried unanimously 4-0. Meeting adjourned.

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Daniel J. Mator, Jr., Township Manager